PASS DCD 2.1 Public Version

PASS DCD 2.1

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PASS DCD 2.1 System Training

Topic 1	Property Information
Topic 2	Building Information
Topic 3	Sampling
Topic 4	Unit Information
Topic 5	Record Observed Deficiencies
Topic 6	Check/Prepare the Inspection

Purpose:

The purpose of this training is to demonstrate how to use the PASS DCD 2.1 software to conduct a physical inspection.

Objectives:

After completing this training, users will be able to

- Add, edit and delete property information
- Record certificate information
- Add and edit building information
- Generate an inspection sample
- Add and edit unit information
- Record observed deficiencies
- Check and prepare the inspection data for completion

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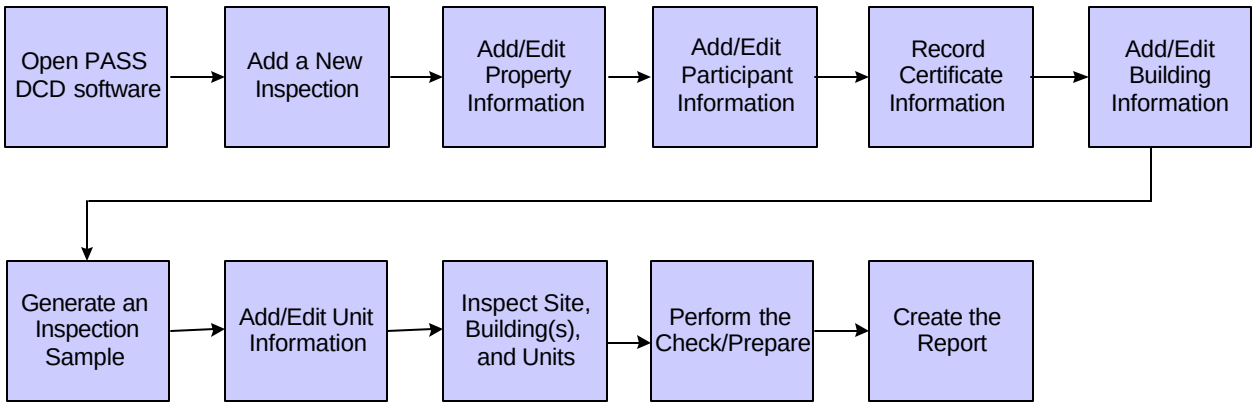
The following is a graphic of the inspection process:

The Inspection Process



Each of these steps is described in the document

Topic 1: Property Information

Introduction:

This topic will demonstrate how to add and edit a property for inspection, as well as add and edit participant information and record certificate information using the PASS DCD 2.1 software.

Walkthroughs:

- Walkthrough 1 - Add Property Information
- Walkthrough 2 - Edit Property Information
- Walkthrough 3 - Delete Property Information
- Walkthrough 4 - Record Certificate Information

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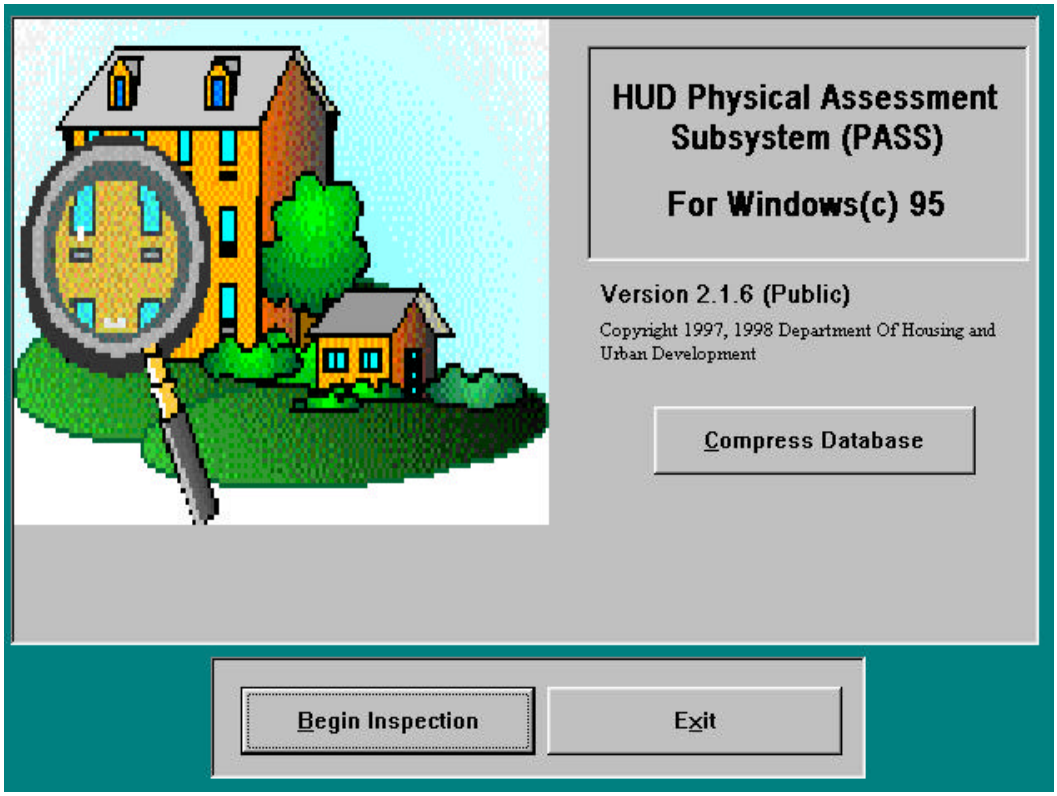
Walkthrough 1: Add Property Information

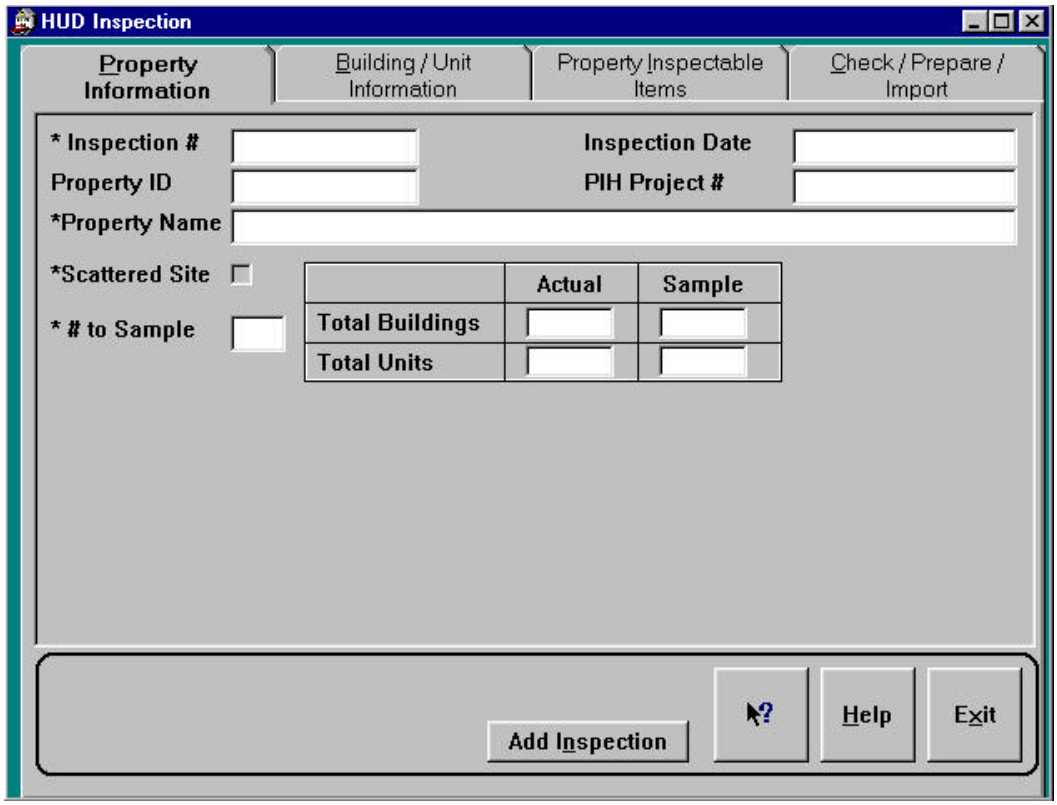
Step 1: Access PASS DCD 2.1 Public Version.

The *HUD Physical Assessment Subsystem* screen opens.



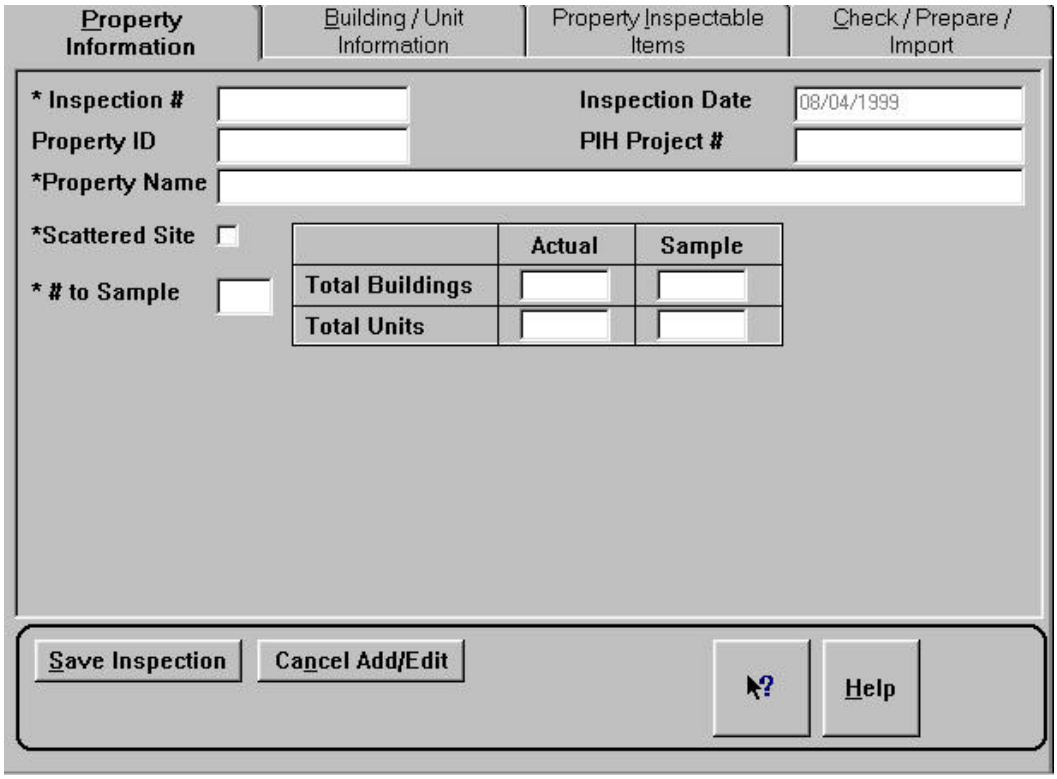
Step 2: Single-click the **Begin Inspection** button.

The *HUD Inspection* screen opens



Step 3: Single-click the **Add Inspection** button.

The inspection information fields become active.



Step 4: Enter property inspection information in the appropriate fields.

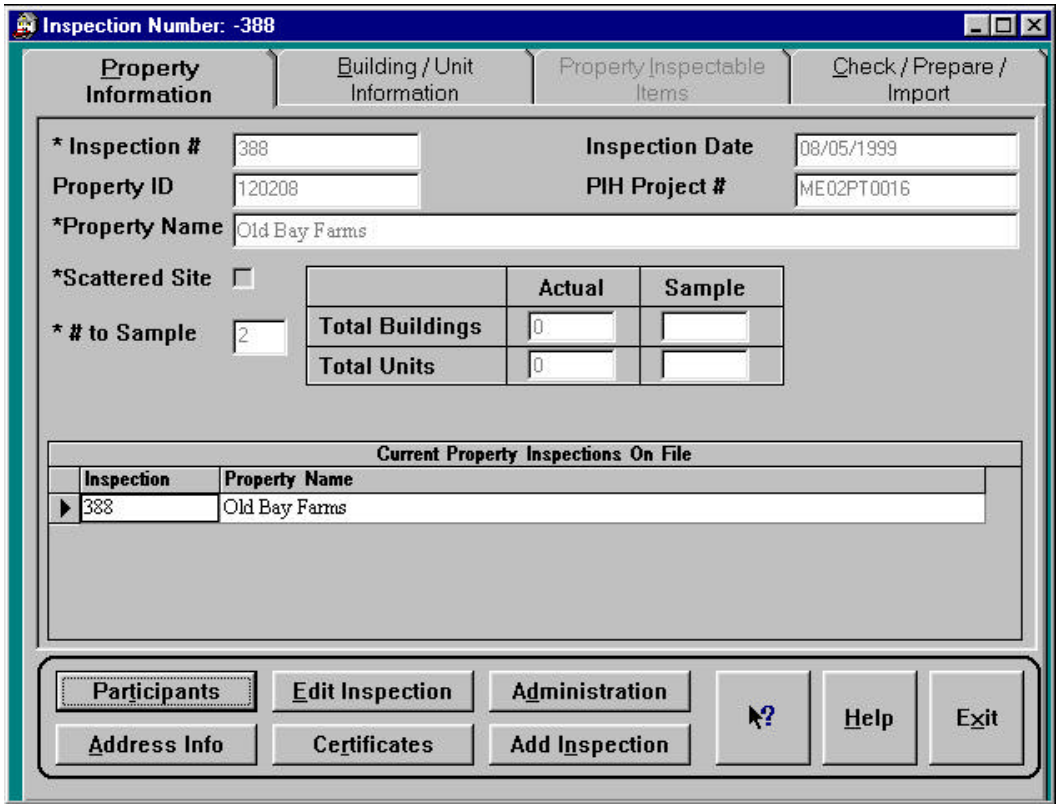
Step 5: Single-click the **Save Inspection** button.

The *Property Information* screen re-opens with the added inspection information displayed.

Walkthrough 2: Edit Property Information

Step 1: Single-click the **Property Information** tab.

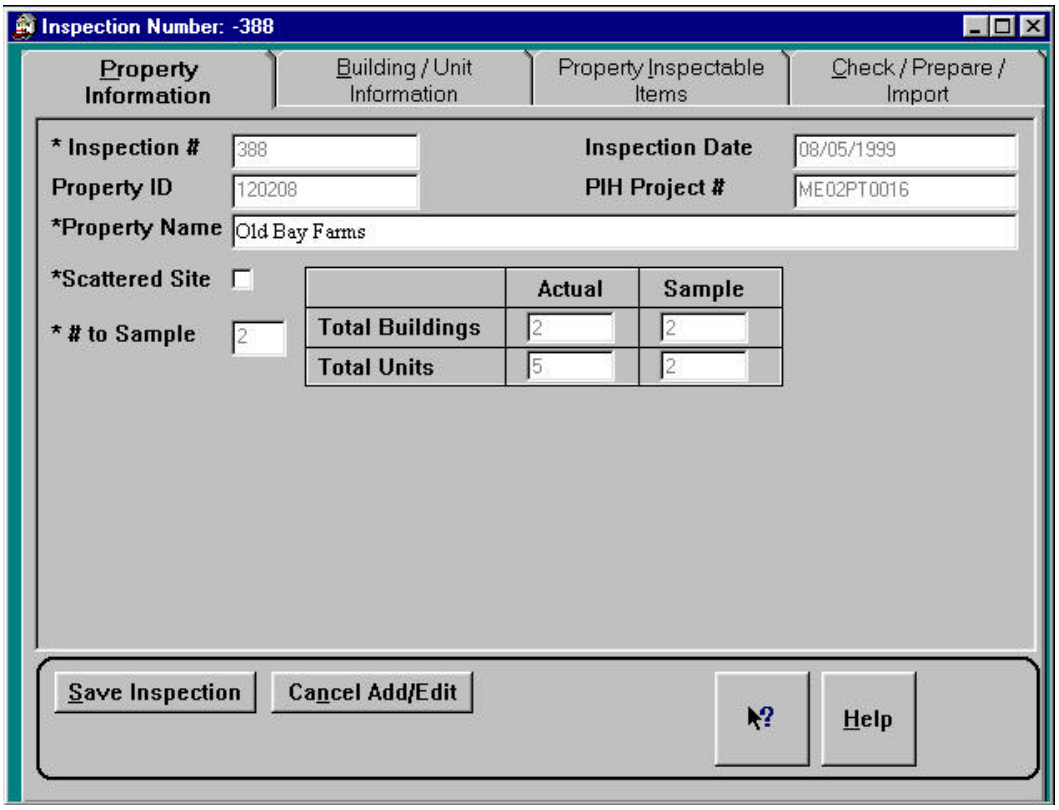
The *Property Information* screen opens.



Step 2: Single-click the inspection number under the **Inspection** column to select the inspection to be edited.

Step 3: Single-click the **Edit Inspection** button.

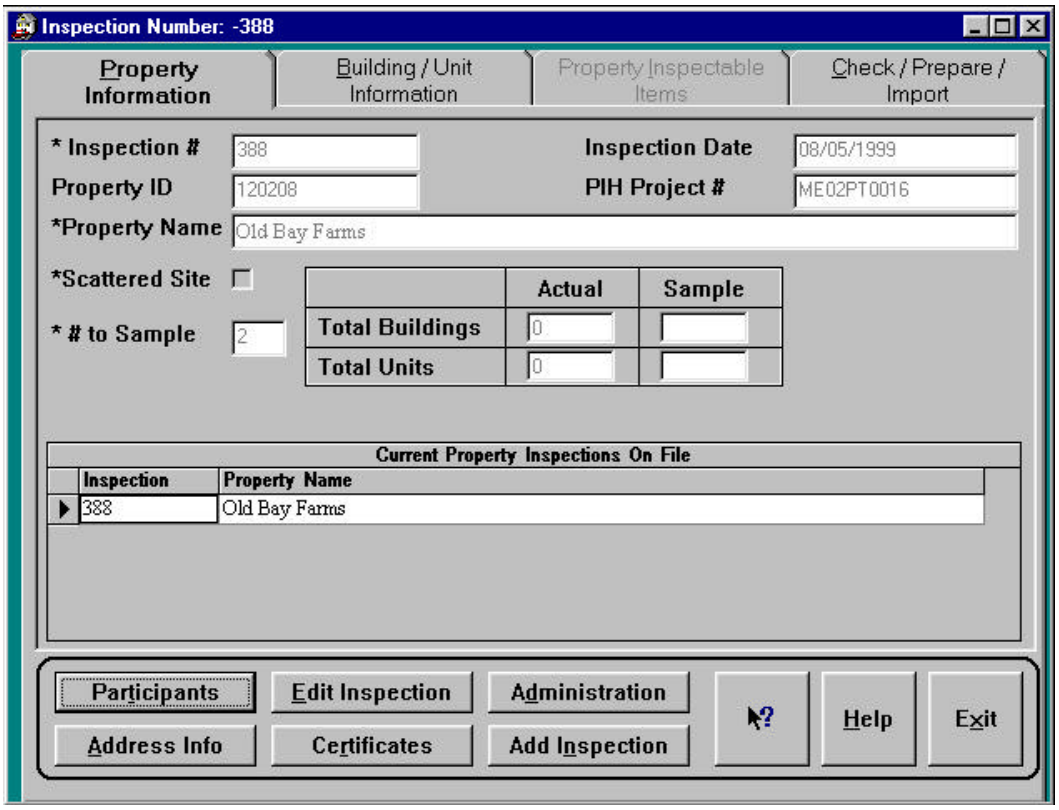
A screen displaying detailed property information opens.



Step 4: Edit applicable information.

Step 5: Single-click the **Save Inspection** button.

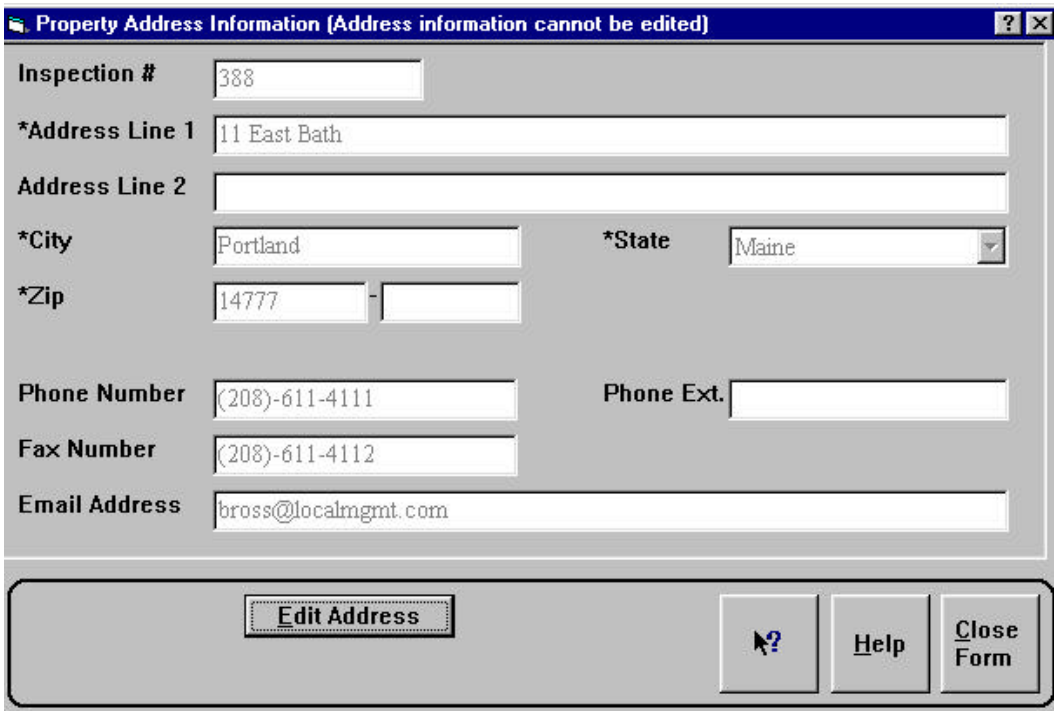
The *Property Information* screen re-opens.



Step 6: Single-click the **Address Info** button.

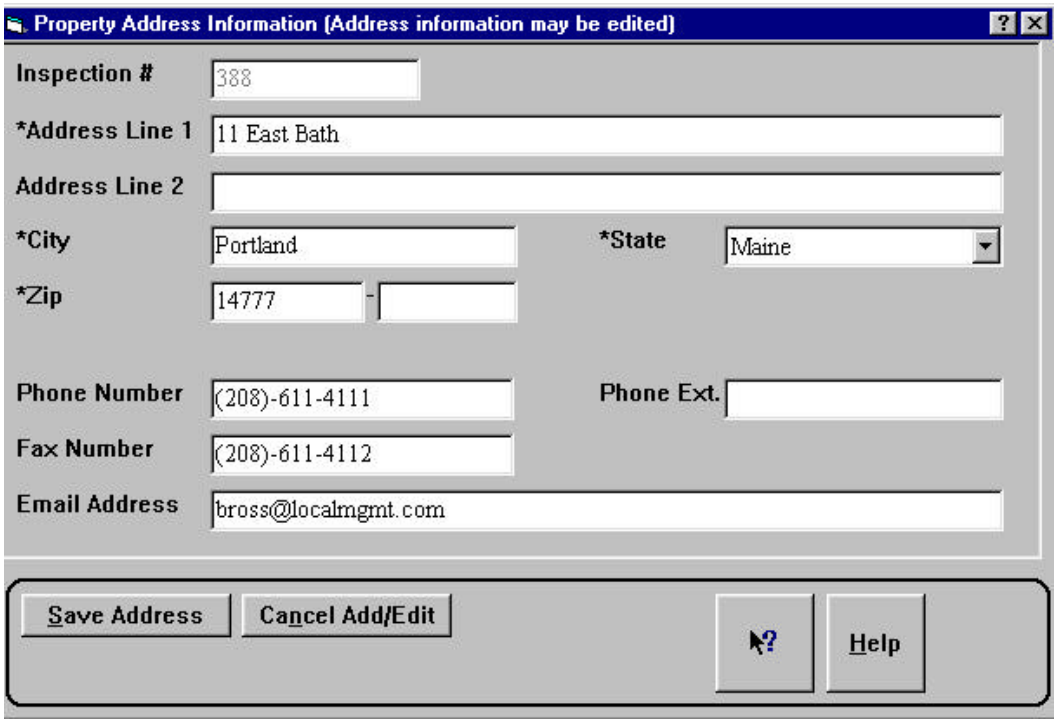
The *Property Address Information* screen opens.

NOTE: IF THERE IS CURRENTLY NO PROPERTY ADDRESS INFORMATION ENTERED, A MESSAGE BOX APPEARS INDICATING THAT PROPERTY INFORMATION DOES NOT EXIST. CLICK THE OK BUTTON AND THE PROPERTY ADDRESS INFORMATION SCREEN OPENS.



Step 7: Single-click the **Edit Address** button.

The address information fields become active.



Step 8: Edit applicable information.

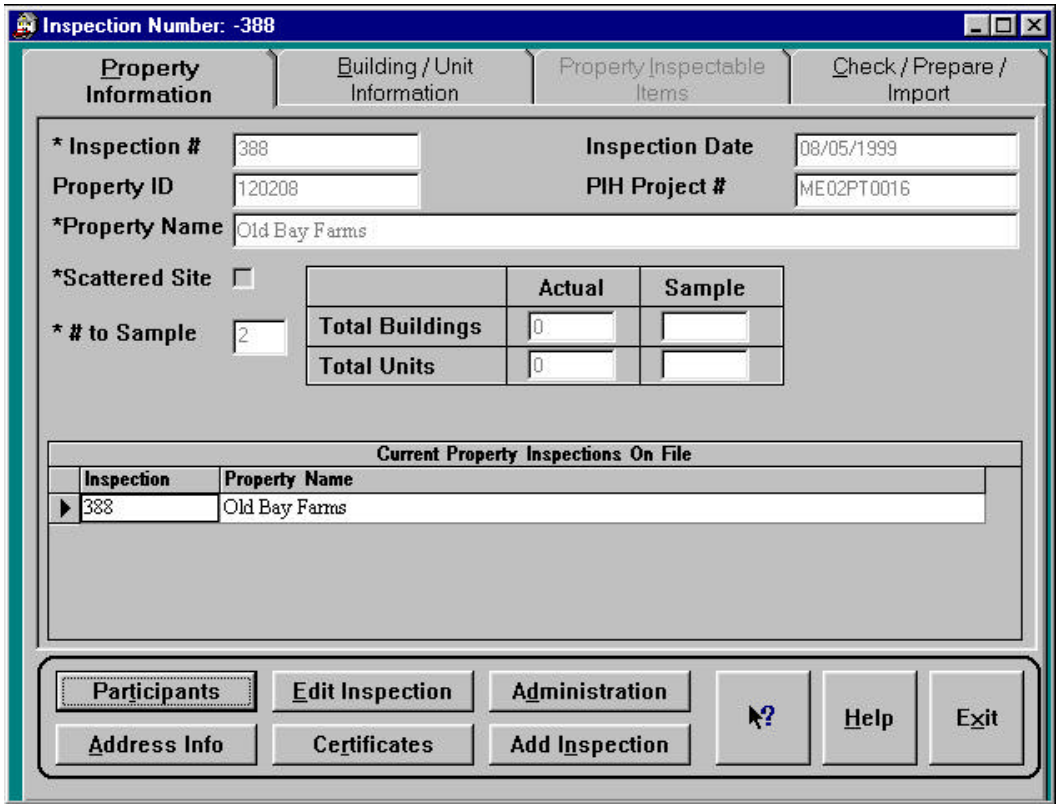
Step 9: Single-click the **Save Address** button.

The *Property Information* screen re-opens.

Walkthrough 3: Delete Property Information

Step 1: Single-click the **Property Information** tab.

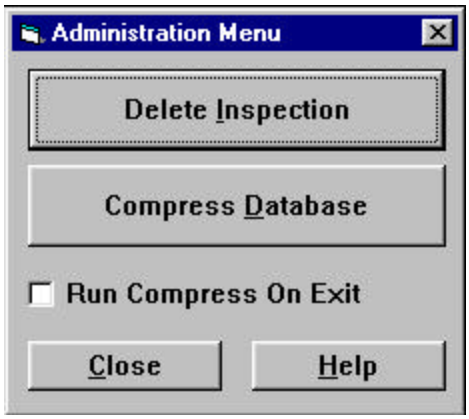
The *Property Information* screen opens.



Step 2: Single-click the inspection number under the **Inspection** column to select the inspection to be deleted.

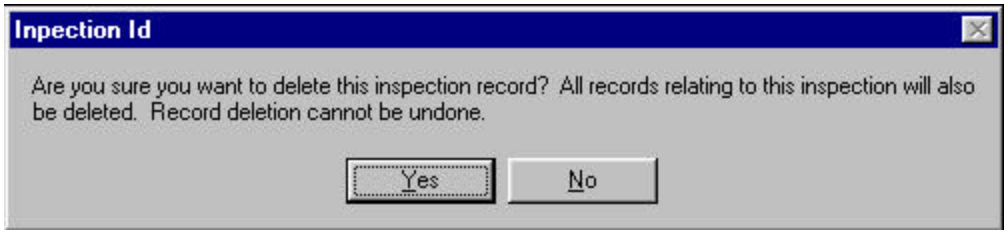
Step 3: Single-click the **Administration** button.

The *Administration Menu* screen opens.



Step 4: Single-click the **Delete Inspection** button.

The *Inspection ID* message box opens.



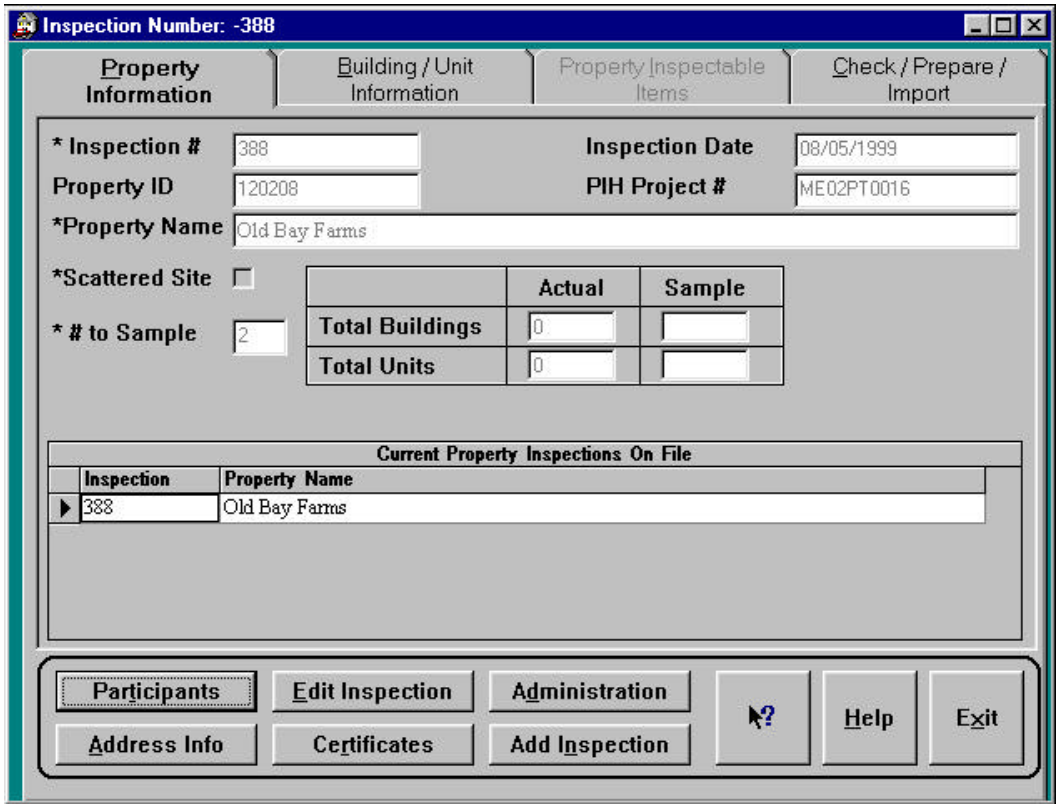
Step 5: Single-click the **Yes** button.

The *HUD Inspection* screen opens.

Walkthrough 4: Record Certificate Information

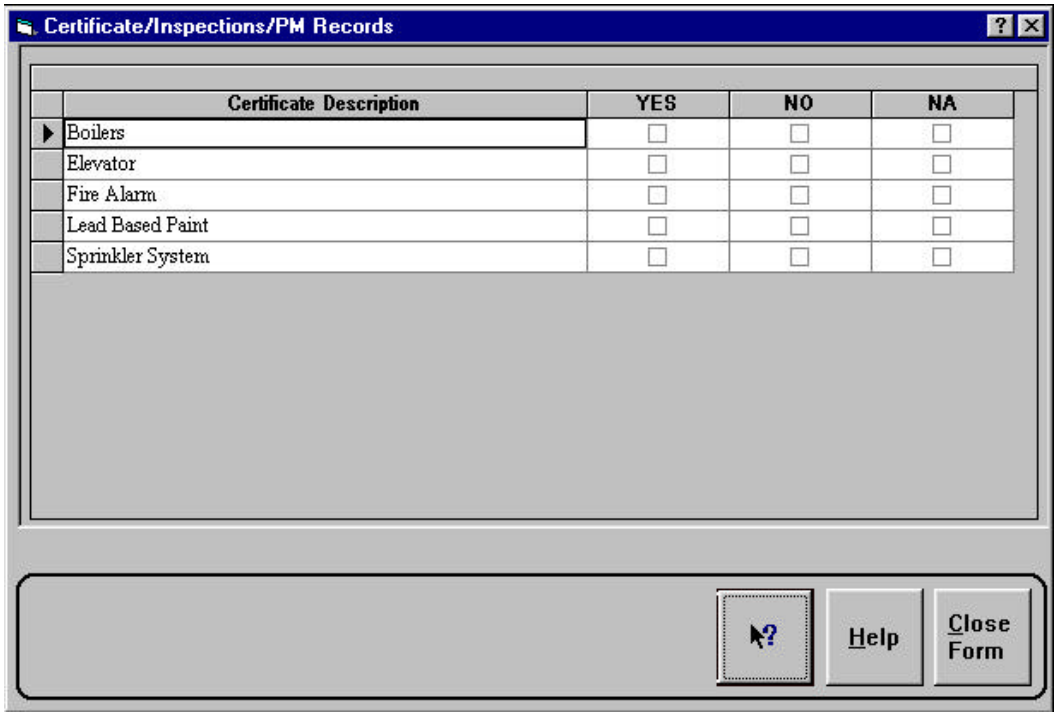
Step 1: Single-click the **Property Information** tab.

The *Property Information* screen opens.



Step 2: Single-click the **Certificates** button.

The *Certificates/Inspections/PM Records* screen opens.



Step 3: Single-click the checkbox in the **Yes** column if the existence of the applicable certificate has been verified.

Single-click the checkbox in the **No** column if the existence of the applicable certificate has not been verified.

Step 4: Single-click the **Close Form** button.

The *Property Information* screen re-opens.